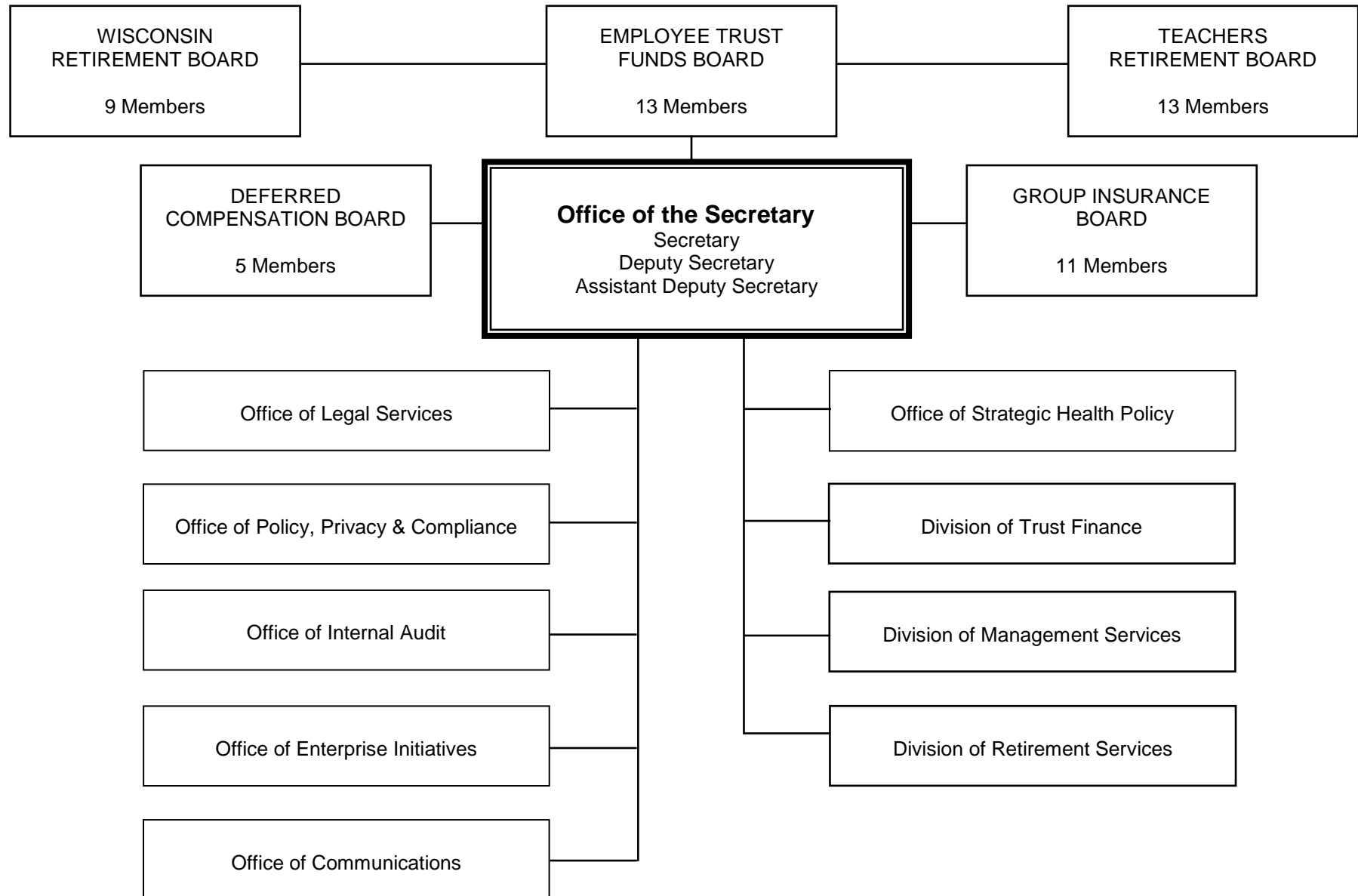
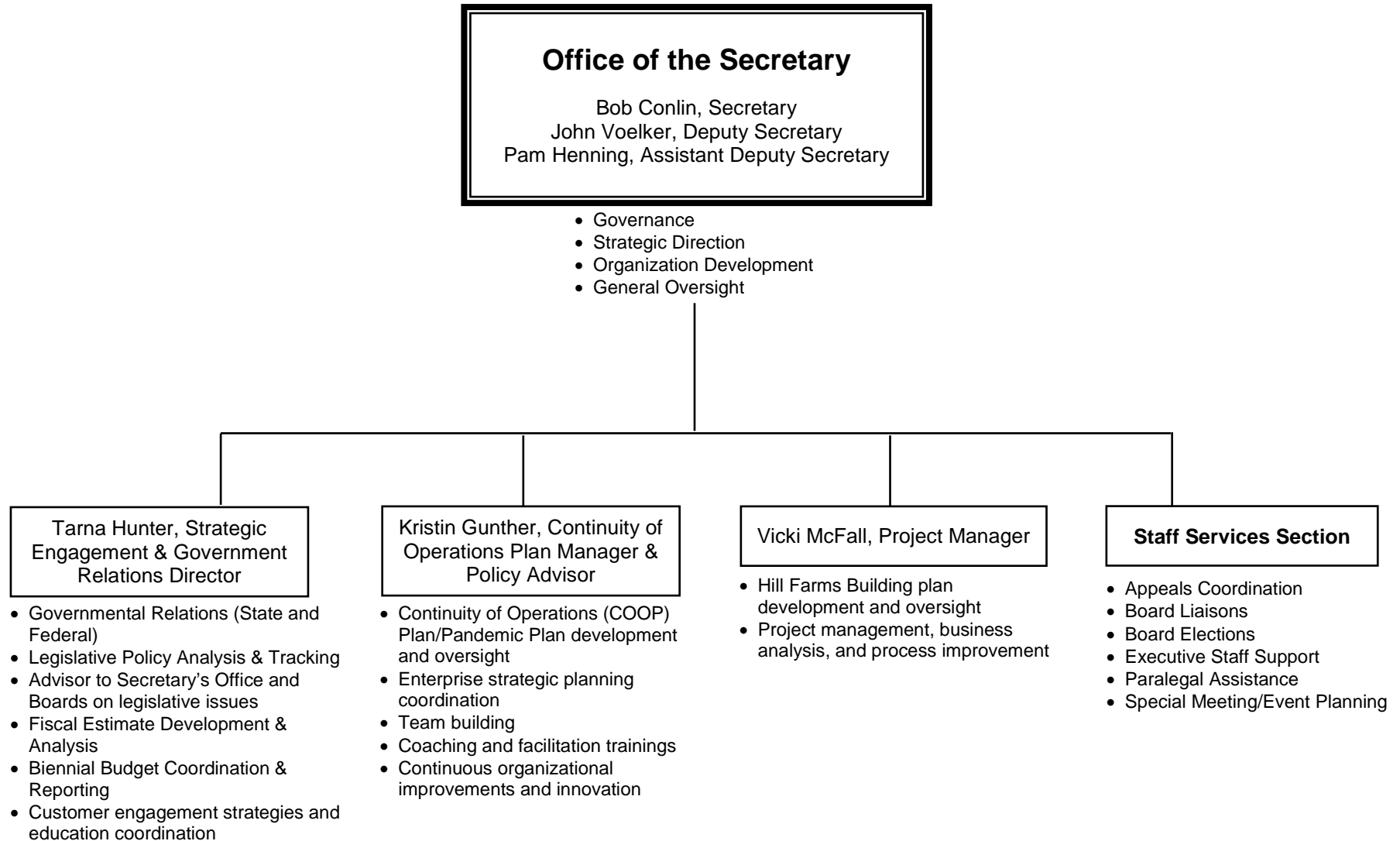


DEPARTMENT OF EMPLOYEE TRUST FUNDS
FUNCTIONAL ORGANIZATIONAL CHART
February 2017



DEPARTMENT OF EMPLOYEE TRUST FUNDS



DEPARTMENT OF EMPLOYEE TRUST FUNDS

OFFICE OF LEGAL SERVICES

David Nispel, General Counsel
(6.0 FTE, 6 Employees)

- Legal services for Secretary's Office, ETF staff, and the boards
- Provide legal opinions and analysis
- Respond to legal inquiries from courts, participants, attorneys, legislators, and others
- Respond to public records requests and subpoenas
- Represent ETF in administrative appeals and appeals of duty disability application denials
- Draft legislation and administrative rules
- Monitor and analyze state and federal legislation and work with Legislative Liaison on issues affecting ETF and WRS participants
- Assist Director of Communications in responding to inquiries from media, WRS participants, legislators, and others
- Respond to Notice of Claims filed by citizens against the State
- Ombudsperson services staff serve as a resource and provide assistance to members in an effort to resolve issues that involve WRS benefit programs and reduce the number of appeals

OFFICE OF POLICY, PRIVACY & COMPLIANCE

Steve Hurley, Director
(4.0 FTE, 4 Employees)

- Policy review and development
- Analysis of proposed legislation and policy
- Federal and State regulation & compliance
- HIPAA Compliance
- Internal revenue code compliance
- Privacy policy & training
- Agency Incident Commander (COOP)

DEPARTMENT OF EMPLOYEE TRUST FUNDS

OFFICE OF INTERNAL AUDIT

Yikchau Sze, Director
(4.0 FTE, 4 Employees)

- Staff to Audit Committee of ETF Board
- Prepare and carryout biennial audit plan (financial, operational, compliance, and investigative audits)
- Coordinate responsibilities with external auditors engaged by ETF
- Review internal controls of ETF & make recommendations to Secretary's Office on risk areas

OFFICE OF ENTERPRISE INITIATIVES

Robert Martin, Director
(12.80 FTE, 13 Employees)

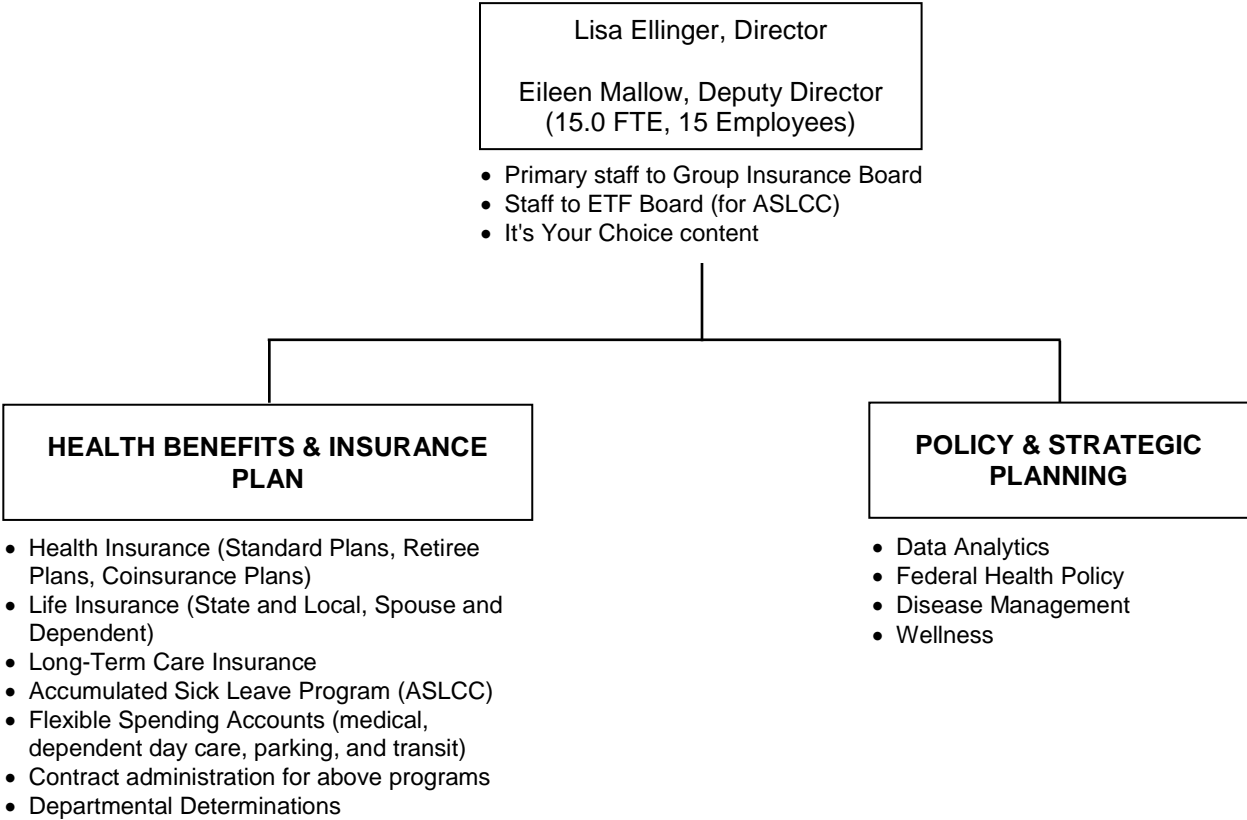
- Transformation, Integration, and Modernization (TIM)
- Portfolio and Project Management
- Business Analysis (Standards and Templates)
- Data Integrity and Governance
- Benefit Administration System (BAS)
- BAS Technical Infrastructure
- BAS Security

OFFICE OF COMMUNICATIONS

Mark Lamkins, Director
(4.0 FTE, 4 Employees)

- Overall Department communication
- Brand guide for internal and external communication
- Forms management
- Video library/social media
- External public communications
- Webmaster administration
- Strategic planning coordination

**DEPARTMENT OF EMPLOYEE TRUST FUNDS
OFFICE OF STRATEGIC HEALTH POLICY**



**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF TRUST FINANCE**

Cindy Klimke-Armatoski
**DIVISION ADMINISTRATOR/
CHIEF TRUST FINANCE OFFICER**
(22.0 FTE, 22 Employees)

- Process all financial transactions for benefit plans including contributions, benefit payments, and third party administrator invoices
- Maintain WRS member accounts
- Generate the Comprehensive Annual Financial Report

**FINANCIAL COMPLIANCE
BUREAU**

Nanette Strennen
Bureau Director

- Financial reporting
- Actuarial reporting and analysis
- Maintain Market Recognition Account
- Calculate effective rate
- Calculate annuity adjustments
- Calculate contribution rates
- Calculate fees
- Tax reporting
- Process cash receipts and disbursements for non-WRS programs
- Internal control plan maintenance

**RETIREMENT ACCOUNTING
BUREAU**

Michelle Mattox
Bureau Director

- Collect WRS contributions
- Maintain WRS member accounts
- Process annuitant and lump sum payroll
- Manage accounts receivable and collections
- Manage employer accounts
- Generate Statement of Benefits

**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF MANAGEMENT SERVICES**

Dana Perry
**DIVISION
ADMINISTRATOR**
(57.5 FTE, 58 Employees)

**DEPUTY ADMINISTRATOR/
HR DIRECTOR**
Stacie Meyer

HUMAN RESOURCES TEAM

- Payroll and benefits
- Training
- Employee Assistance Program
- Recruitment
- Affirmative Action/Equal Employment Opportunity
- Disability accommodations
- Classification and compensation
- Employee relations
- Internal policy development and monitoring
- Change management
- Health and Wellness coordination

FACILITIES

- Facility administration
- Health and safety
- Parking
- Inventory
- Access badges

**BUREAU OF BUDGET, CONTRACT
ADMINISTRATION, & PROCUREMENT**

- Biennial Budget
- Operating Budget
- Procurement
- Agency contract administration
- Process accounts payable invoices
- Process travel vouchers
- Coordinate P-cards
- Develop and assist in procurements

**BUREAU OF INFORMATION TECHNOLOGY
SERVICES**
(SEE NEXT PAGE)

**BUREAU OF INFORMATION SECURITY
MANAGEMENT**
(SEE PAGE 8)

INFORMATION SERVICES

- Knowledge management services
- Records Officer/liaison to Public Records Board
- Records retention schedules
- Archive services, information acquisitions, and cataloging
- Reference and research services

RECORDS MANAGEMENT SECTION

- Records & imaging management
- State Records Center Services
- Microfiche historical file and printing services

SUPPLY & MAIL SERVICES SECTION

- Copier management and services
- Internal and external mail services and distribution
- Postal budgeting, controlling, and monitoring
- Supply and forms inventory
- Benefits pre-packets and order fulfillment
- Fleet car management
- Confidential shredding

**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF MANAGEMENT SERVICES (continued)**

BUREAU OF INFORMATION TECHNOLOGY SERVICES

Steve Mueller
Bureau Director/Chief Information Officer

Mark Robinson
Deputy Bureau Director

- IT strategy
- IT plan implementation
- IT talent management & resource allocation
- IT capacity management
- IT project/initiative prioritization methodology
- IT architecture

**APPLICATIONS DEVELOPMENT
SECTION**

- Computer applications development and support
- BAS Co-Development & Bridging/Interfacing
- Feasibility studies and design analysis
- Technical design architecture standards
- Production and operational support services
- Life cycle analyses for software packages and custom-developed systems
- Software development process (i.e. SDLC)
- Document imaging projects & workflow design
- Technical architectural support (for imaging and workflow, web, telephony, data systems)

**QUALITY MANAGEMENT
SECTION**

- Existing systems maintenance
- Quality assurance including testing
- Re-engineering projects, support, and solutions
- Change control (project requests)
- Life cycle analyses for software packages and custom-developed systems
- Software development process (i.e. SDLC)
- Product evaluation

**IT SOLUTIONS CENTER
SECTION**

- IT property asset management
- System administration
- "Help Desk" support for all department applications
- Production support (data control, data entry, and job control services)
- Brokering/liaison for DET services
- IT hardware and software procurement
- Telecommunications
- User security and access management
- LAN, WAN, and infrastructure support and installation

**DATA ADMINISTRATION &
SUPPORT SECTION**

- Database management
- Data administration and consultation
- Database design
- Data/information architecture

**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF MANAGEMENT SERVICES (continued)**

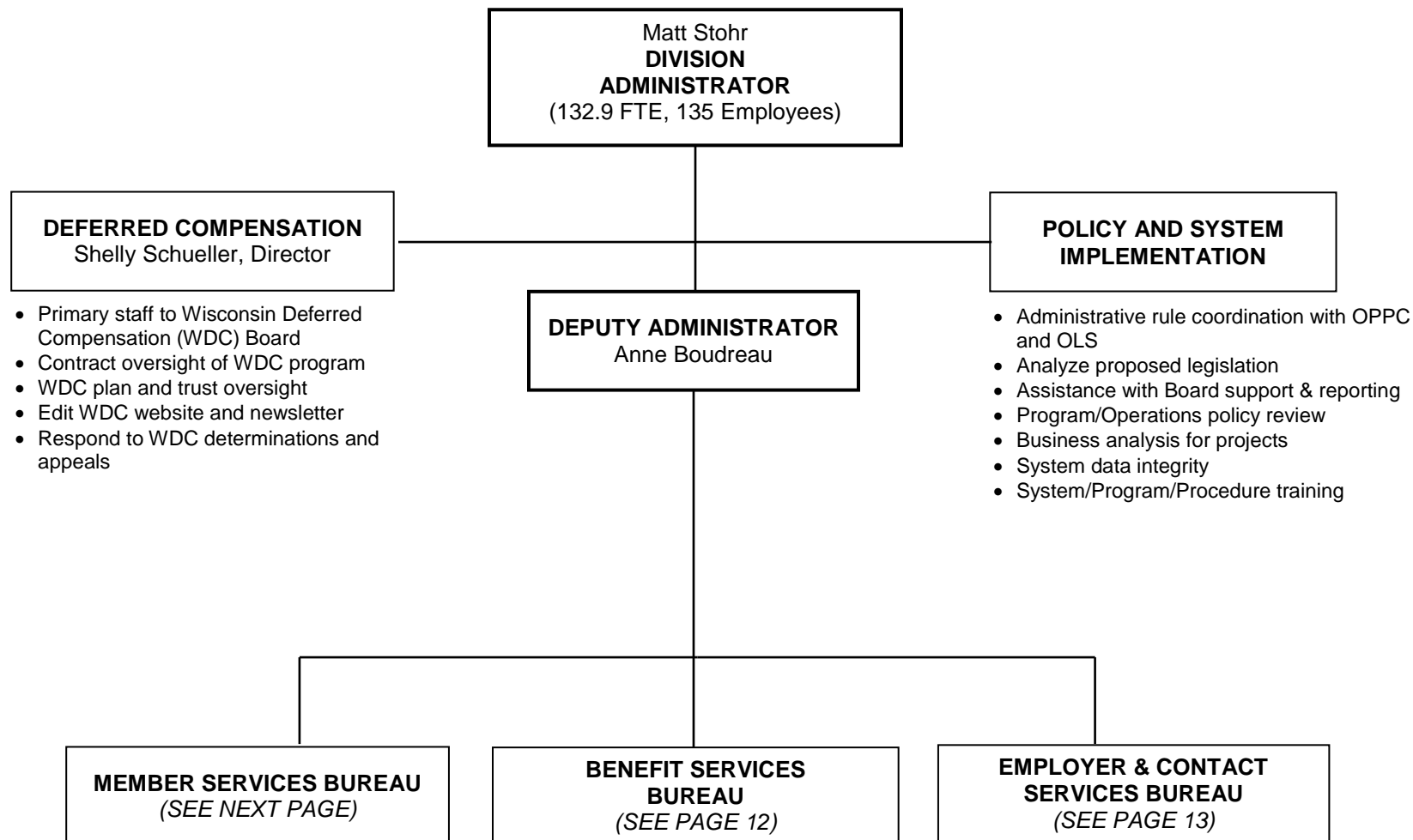
BUREAU OF INFORMATION SECURITY MANAGEMENT

Vacant

Bureau Director/Chief Information Security Officer

- Information security strategy
- Security administration, consultation, and policy development
- Information security system administration
- Information security training
- Information security project/initiative oversight
- Security incident response planning
- IT disaster recovery and business continuity planning

**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF RETIREMENT SERVICES**

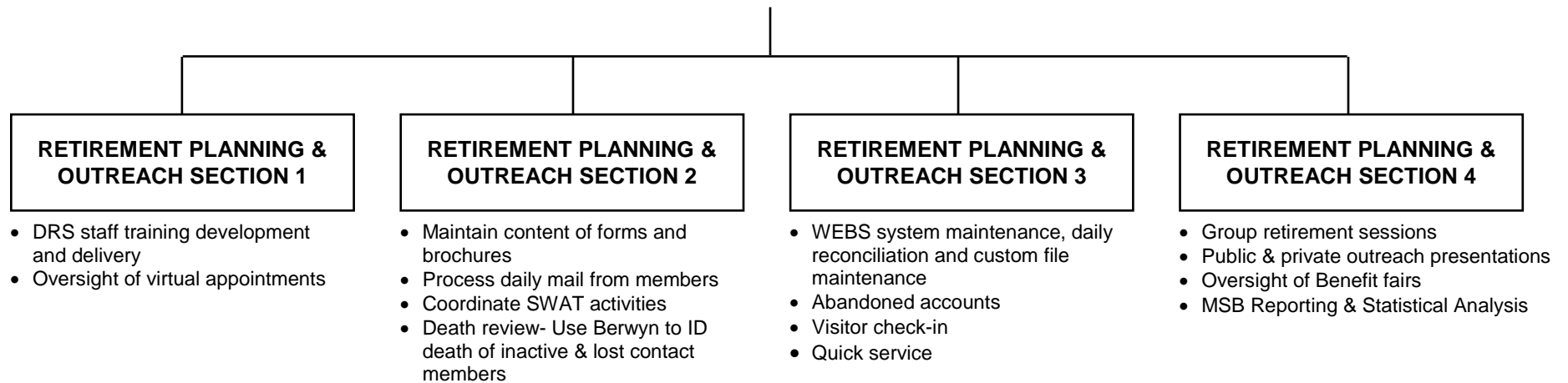


**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF RETIREMENT SERVICES (continued)**

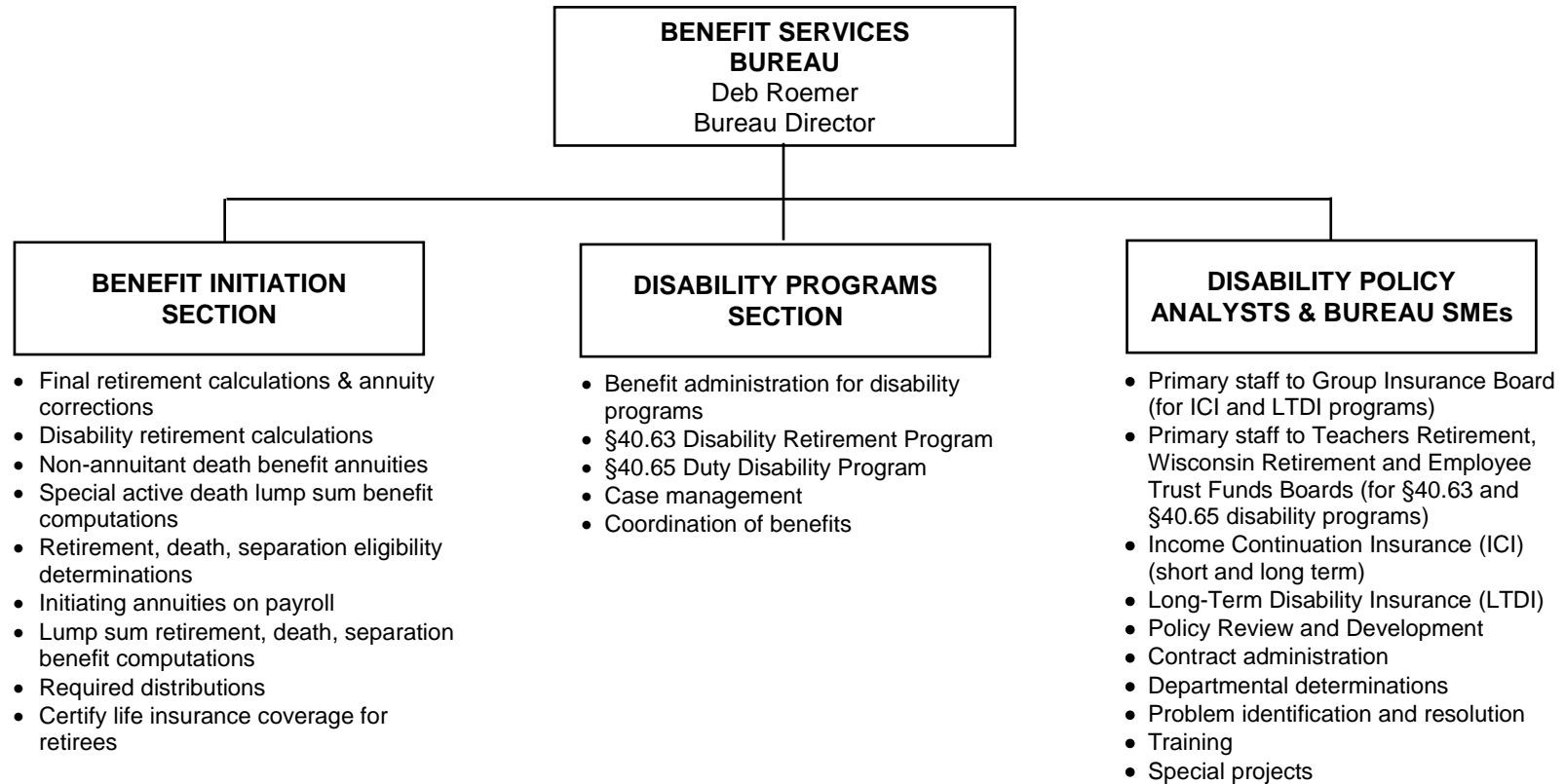
**MEMBER SERVICES
BUREAU**

Roger Fletcher
Bureau Director

- One-on-one member meetings
- Conducting group retirement sessions
- Detailed explanation of WRS benefits
- Provision of account-specific information
- Calculation of complex benefit estimates (retirement, disability, death, service purchase)
- Assistance with benefit application process
- Responses to calls, letters, and e-mail inquiries
- DRS staff training development and delivery



**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF RETIREMENT SERVICES (continued)**



**DEPARTMENT OF EMPLOYEE TRUST FUNDS
DIVISION OF RETIREMENT SERVICES (continued)**

